

**OFFICE OF SCHOOL-TO-CAREER AND COLLEGE INITIATIVES
FY '02 CARL D. PERKINS SPENDING PLAN SELF-EVALUATION FORM**

LEA/COLLEGE/AGENCY: _____

A "✓" in the column indicates the item is complete and accurate (N/A indicates not applicable).		
✓	#	CRITERIA
SPENDING PLAN TITLE PAGE & BOARD RESOLUTION		
	1	Is the Spending Plan Title Page included and are all items correct and complete?
	2	If this is a new Multi-Year Plan, has the Multi-Year Plan been included with the Spending Plan for submission to NJDOE?
	3	If the Board Approval Date is before the Application Submission Date, is approval date entered in Block 7 of the Title Page?
	4	If the Board Approval Date is after the date the application is submitted, is the LEA/College/agency preparing to submit a copy of the board resolution, <u>or</u> a certified copy of minutes showing board approval, to OSCCI as soon as the board approves the submission? (NOTE: The NJDOE will not approve the spending plan unless the board has approved submission of the plan, as evidenced by the Title Page or the Board Resolution.)
	5	Does the requested amount match the allocation amount on the allocation letter? Allocation amount: \$ _____ Requested Amount: \$ _____
	6	If not a consortium does the amount in 8 match 8b?
FOR CONSORTIUM ONLY		
	7	Has the lead agency included its signed and dated Title Page form?
	8	Has the lead agency included the signed and dated copies of <u>all</u> the consortium participants' Title Page forms?
	9	Does the title page of EVERY consortium member indicate in block 7 that EACH board approved the participation in the consortium ON OR PRIOR TO THE DATE THE LEAD AGENCY SUBMITTED THE SPENDING PLAN TO OSCCI ?
	10	If answer to Item # 9, is "NO", is the Lead Agency preparing to submit a copy of each missing board resolution, <u>or</u> a certified copy of minutes showing board approval, as soon as the board(s) approve(s) the participation in the consortium? (NOTE: The NJDOE will not approve the spending plan unless all boards have approved participation in the plan, as evidenced by the Title Pages or the Board Resolutions.)
	11	For all consortium participants, does the amount in 8 equal the amount in 8a? Does 8b equal 0?
	12	Have all consortium members (applicants/participants) named the consortium applicant in Block #9?
	13	Does 8 and 8b on the Consortium Applicant's (Lead Agency) Title Page equal the total contribution of <u>all members</u> of the consortium?
	14	Has each Chief School Administrator/College President/agency head signed and dated the appropriate Consortium Agreement section of the Title Page forms?
FISCAL FORMS		
A. Budget Detail Form (General - Form A)		
	15	Is information completed according to Expenditure Category and Function and Object Codes?
	16	Is there a separate Budget Detail form for each Function and Object Code used?
	17	Are appropriate Goals and Objective Numbers (from the latest approved Five-Year Plan) included for <u>each</u> expenditure item?
	18	Are codes for the appropriate Standards and Measures (from the latest approved Five-Year Plan) included for <u>each</u> expenditure item?

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	19	Are CIP Code(s) provided for all requested expenditure items?
	20	Does the total for each Expenditure Category and Function and Object Code match the total on the Grant Budget Summary form?
	21	Are Consumable Supplies (100-600, 200-600) requiring further detail itemized and consistent with policies in Section 6.2.1.4 of the Spending Plan Guidelines?
	22	Does each Non-Consumable Supply item (100-600, 200-600) exceeding \$250 include the minimum specifications as required by Section 6.2.1.5 of the Spending Plan Guidelines?
	23	Does proposed Equipment (400-731, 400-732) meet the definition of equipment and is adequate back-up detail provided as required by Section 6.2.1.6 of the Spending Plan Guidelines?
	24	Are costs for Keynote Speakers and Session Presenters' Services equal to or less than \$1,500 per day per presenter? (GAAP 100-300, 100-500, 200-300, 200-320, and 200-500)?
	25	For all requested Staff Travel Costs (200-580), are adequate detail and justification provided as required by Section 6.2.1.3 of the Spending Plan Guidelines?
	26	Are Staff Registration Fees listed in 200-500?
	27	Are Student Workshops and Travel (100-800, 200-500, 200-600) requests supported by adequate detail?
	B. Budget Detail Form (Employee Benefits - Form B)	
	28	Are Fringe Benefits (200-200) included on Budget Detail Form?
	29	Are appropriate Goals and Objective Numbers (from the latest approved Five-Year Plan) included for <u>each</u> expenditure item?
	30	Are codes for the appropriate Standards and Measures (from the latest approved Five-Year Plan) included for <u>each</u> expenditure item?
	31	Are CIP Code(s) provided for all requested expenditure items?
	32	Are TPAF and FICA contributions (for employees in TPAF) budgeted for 15% for employees, if paid with federal program funds? (TPAF = 7.35% and FICA = 7.65%)
	33	Is FICA contribution for part-time, non-TPAF employees 7.65%?
	34	Is FICA for Federally Funded Stipends budgeted for 7.65%?
	C. Budget Detail Form (Salaries - Form C)	
	35	Are Salary Costs (100-100, 200-100) listed on Budget Detail Form C?
	36	Are appropriate Goals and Objective Numbers (from the latest approved Five-Year Plan) included for <u>each</u> salary requested item?
	37	Are codes for the appropriate Standards and Measures (from the latest approved Five-Year Plan) included for <u>each</u> salary requested item?
	38	Are CIP Code(s) provided for all requested expenditure items?
	39	Is the position title and name (if known) of employee entered?

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	40	Is the name of any requested position , requested dollar amount, and specific job responsibilities included in the description/itemization?
	41	Is the cost calculation shown <u>clearly</u> ?
	D. Grant Budget Summary Form	
	42	Are Program and Administrative Costs entered by appropriate Expenditure Category and Function and Object Code?
	43	Do Administrative Costs equal no more than 5% of the total award and are they listed in the appropriate columns?
	44	Do amounts on the Grant Budget Summary form equal the total amounts on the Budget Detail Form(s) in each expenditure category and function and object code?
	45	Is the Grant Budget Summary Form complete and accurate and does it match the amount listed in Block 8 on the Title Page?
	46	Has the BA/CFO signed and dated the form?
	STATEMENT OF ASSURANCES	
	47	Is the Statement of Assurances included and signed and dated by the Chief School Administrator/College President/agency head or designated signatory?
	MULTI-YEAR PLAN REVISIONS (IF SUBMITTED)	
	48	Have the Multi-Year Plan (Five-Year Plan) revisions been submitted with the One-Year Spending Plan?
	WORKFORCE INVESTMENT BOARD REVIEW	
	49	Has the FY2002 Spending Plan been submitted to the WIB for review and comment?
	OTHER	
	50	Has the FY 2000 Final Report been submitted to NJDOE?
	51	Has the FY 2001 Interim Report been submitted to NJDOE?